

# Using the New Construction Permit System

**Purpose** The Michigan Department of Transportation (MDOT) is implementing a new Construction Permit System (CPS) on January 3, 2011. This document provides the information you'll need to access the system and obtain a permit.

**Four Steps** To obtain a permit you need to complete four basic steps. Detailed instructions are provided below. Steps one and two only need to be completed the first time you use CPS. **Note: If you have already registered and created your One Stop business profile, you can skip to step three.**




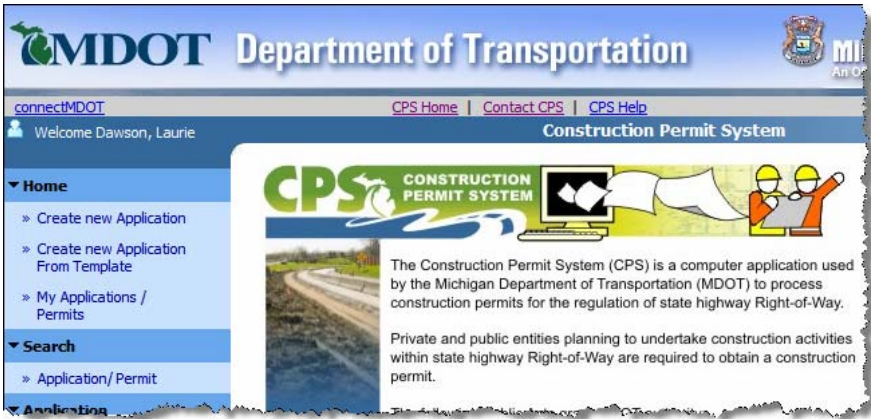
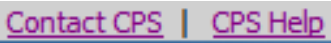

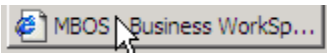
## 1. Access One Stop

Step	Action
<b>a</b>	Go to <a href="http://www.michigan.gov/business">www.michigan.gov/business</a> . Click <b>Go</b> in the Start and Register box. <div> <b>START &amp; REGISTER</b> <ul style="list-style-type: none"> <li>▶ To get started, you will need to sign up for a One Stop account, then set up your business. These are ONE TIME ONLY activities.</li> <li>▶ Get started now! Register for Business One Stop.</li> </ul> <input type="button" value="GO"/> </div>
<b>b</b>	On the registration screen, enter the required information and <b>Submit</b> . <div> <input type="button" value="Submit"/> </div>
<b>c</b>	One Stop will send a temporary password to the e-mail address you provided in step two. Once you receive the e-mail, return to <a href="http://www.michigan.gov/business">www.michigan.gov/business</a> and enter your login ID and the password you received. Click <b>Go</b> . <div> <b>REGISTERED USERS</b> <p>LOG IN NOW TO...</p> <ul style="list-style-type: none"> <li>▶ Apply for new licenses and permits.</li> <li>▶ Renew licenses and permits.</li> <li>▶ Pay online</li> </ul> Login ID: <input type="text" value="dawsonl4444"/>  Password: <input type="password" value="....."/>  <a href="#">Forgot Password?</a> <input type="button" value="GO"/> </div>
<b>d</b>	Fill in the required information to change your temporary password to a password of your choosing, then click <b>Change Password</b> . <div> Input old password <input type="password" value="....."/>  Input new password <input type="password" value="....."/>  Confirm new password <input type="password" value="....."/> <input type="text"/>  <input type="button" value="Change Password"/> </div>
<b>e</b>	Complete the security questions, and click <b>Submit</b> . <div> <input type="button" value="Submit"/> </div>
<b>f</b>	One Stop will display a welcome message. Click <b>Continue</b> . <div> <input type="button" value="Continue"/> </div>
<b>g</b>	Review the One Stop Terms and Conditions, then click <b>Accept</b> at the bottom of the page. <div> <input type="button" value="Accept"/> </div>

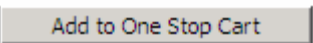
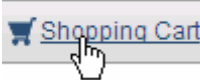

## 2. Create a One Stop Business Profile

Step	Action
a	<div>On the One Stop home page in the box that says, For Businesses, click <b>Go</b>.</div> <div><div>For Businesses:</div><div><div>■ Start a new business</div><div>■ Add an existing business</div><div>■ Add a delegated business</div></div><div>GO</div></div>
b	<div>On the Start or Add Business page, select Add My Existing Business and click <b>Next</b>.</div> <div><div><div><div></div></div><div>Add My Existing Business</div><div>This option is for :</div><div><div>• Existing businesses that have already filed with DELE</div><div>• Existing sole proprietorships and general partnerships</div><div>• An existing out of state business that is currently or is</div></div></div></div>
c	<div>On the Describe Your Business page, select the appropriate business type and complete the section labeled “Check all that apply.” Click <b>Next</b> to continue.</div> <div>Next</div>
<div><div><div></div></div><div>TIP</div></div>	<div>If you are an individual using a “doing business as” (DBA), choose Sole Proprietorship. If you are sole proprietor, you are not required to have an FEIN.</div>
d	<div>Review the Legal Agreement Text, then click <b>Accept</b> at the bottom of the page.</div> <div>Accept</div>
e	<div>Enter the information requested on the Identify Your Business page, and click <b>Submit</b>. One Stop will retrieve your business’ records and display the name. If it is correct, select the name and then click <b>Next</b>.</div>
f	<div>One Stop will walk you through a series of questions to create your business profile. As you complete each page, click <b>Proceed</b>. If you need help, click use the Help or Contact Us links at the top of the page.</div> <div>Proceed</div> <div>Help   Contact Us</div>
g	<div>When you finish creating your business profile, you will be on your One Stop WorkSpace page. It will look something like the picture below. Note that the page has four tabs, each of which provide different information.</div> <div><div>White Fish Township ID# 102494<div><div>Update</div><div>eCabinet</div><div>Shopping Cart</div><div>Cart(0 Items)</div></div></div><div><div><div>My Workspace</div><div>My Filings</div><div>My Business Profile</div><div>Go To ...</div></div><div><div>My Tasks<div><div>Remove</div><div>Task Name</div><div>Help</div></div></div><div><div>Video Guide</div><div>Print</div><div>Add a Task</div></div></div></div></div>

### 3. Access CPS

Step	Action
a	On the My Workspace tab (see previous diagram) click <b>Add a Task</b> . A new window will open. 
b	In the Add a Task window, search for Right-of-way. One Stop will locate the Right-of-Way construction permits task. Click in the box to select it, and click <b>Add</b> .  
c	Back on the My Workspace tab, your task list will now include a link to the new Construction Permit System. When you click the link, CPS will open. The main window is shown below. 
d	Complete the steps necessary to obtain your permit in CPS. While you are working in CPS, you can click either CPS Help or Contact CPS at the top of the window if you need assistance. 
 <b>TIP</b>	When CPS opens, it opens in a new window. One Stop will remain open, and you can return to it by clicking the button for it on the task bar at the bottom of your window. 

#### 4. Pay for Your Permit

Step	Action
a	<p>Once you have finished using CPS to apply for your permit, click <b>Add to One Stop Shopping Cart</b>. CPS will display a message indicating that the permit has been added to your shopping cart. Click the link in the message to close CPS and pay for the permit in One Stop.</p> <p><a href="#">Click here</a> to close CPS application and make payment.</p> 
b	<p>CPS will close. In One Stop, click the Shopping Cart link. Follow the prompts on the One Stop screens to pay your permit fees.</p> 
	<p>Your permit application will not be submitted until you pay for it in One Stop.</p>